



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-1

DISTRIBUTION: A, S

CJCSI 1330.02A

1 May 1997

CH 1 15 December 1997

REVIEW OF PROMOTION SELECTION BOARD RESULTS BY THE CHAIRMAN OF THE JOINT CHIEFS OF STAFF

References:

- a. Chapters 36 and 38, Title 10, United States Code
- b. CJCSI 1331.01, 10 February 1995, "Manpower and Personnel Actions Involving General/Flag Officers"
- c. DOD Directive 1320.14, 24 September 1996, "Commissioned Officer Promotion Program Procedures"
- d. DOD 8910.1M, November 1986, "DOD Procedures for Management of Information Requirements"

1. Purpose. This instruction provides policy guidance governing joint representation to and analytical review of O-4 through O-6 promotion selection boards by the Chairman of the Joint Chiefs of Staff.

2. Cancellation. CJCSI 1320.02, 7 January 1994, is canceled.

3. Applicability

a. This guidance applies to officer promotion selection boards convened under title 10, United States Code (USC), sections 611 (selection boards) and 628 (special selection boards).

b. This instruction does not apply to medical, dental, veterinary, medical service, biomedical science, nurse, chaplain, judge advocate specialties, or any promotion selection board report concerning officers who are not or have not served in joint duty assignments (JDAs) or who are not on the active duty list. Officers with these specialties may not be assigned to JDA positions and are excluded from the provisions of this instruction.

c. Procedures relating to O-7 and O-8 promotion selection boards are governed by reference b.

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4. Policy. The Chairman of the Joint Chiefs of Staff is charged by law to review certain promotion selection board reports to determine if the boards acted in a manner consistent with Secretary of Defense guidelines under 10 USC 615(b) and reference c. The Chairman reviews board results to determine if the boards gave appropriate consideration to the performance of officers in JDAs who are serving in, or have served in, such assignments. Additionally, the Chairman reviews board results to assess whether the boards meet or fail to meet the promotion objectives set forth in 10 USC 662 (see Enclosure A, subparagraph 2b). This instruction sets forth responsibilities, procedures, and definitions necessary to enable the Chairman to meet these responsibilities. In addition, this instruction provides guidance on reporting promotion rate comparisons required by 10 USC 667.

5. Definitions. See the Glossary.

6. Responsibilities. See Enclosure A.

7. Summary of Changes. This revision incorporates changes that:

- a. Require Military Departments to submit nominations for the serving in joint duty promotion board member to the Director for Manpower and Personnel (J-1) 45 days before board convening date. (Enclosure A, subparagraph 1c)
- b. Delete the requirement to report "Other Joint Modified" promotion data. (Enclosure B)
- c. Require the Military Departments to provide a special listing to accompany the promotion statistics identifying which officers were counted within each joint category. (Enclosure B)
- d. Expand JSO reporting requirements to include "serving in" and "have served." (Enclosure B)
- e. Require the Military Departments to provide a computer disk with a data file identifying all eligible officers meeting a promotion board. (Enclosure A, subparagraph 2a(7))
- f. Define promotion objective rate used to determine if the Departments pass or fail the promotion objective set forth in 10 USC 662. (Glossary).

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g. Clarify “serving in” and “have served” reporting requirements.
(Glossary)

h. Define board convening date as the cutoff for establishing an officer’s joint status. (Glossary)

8. Reports. The reports described in this instruction are exempt from licensing in accordance with subparagraph E4c of reference d.

9. Effective Date. This instruction is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:

/Signature/
DENNIS C. BLAIR
Vice Admiral, U.S. Navy
Director, Joint Staff

Enclosures:

A--Responsibilities and Guidelines

B--Report Format

Appendix A--Promotion Statistics Format

Appendix B--Special Listing Format

C--Tracking and Reporting Multicategory Officers

Glossary

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CHAIRMAN OF THE JOINT CHIEFS OF STAFF NOTICE

J-1
DISTRIBUTION: A, S

CJCSI 1330.02A CH 1
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CHANGE 1 TO CJCS INSTRUCTION 1330.02A

1. Holders of CJCSI 1330.02A, 1 May 1997, "Review of Promotion Selection Board Results by the Chairman of the Joint Chiefs of Staff," are requested to make the following changes:

a. Pen-And-Ink Change

Page A-4, subparagraph 2C, line 9: Change "Enclosure C" to "Enclosure B." Write "CH-1" in the right margin by the change.

b. Page Substitution

Remove Pages
B-1 through B-2

Add Pages
B-1 through B-2

2. Summary of the changes is as follows:

- a. Changes letter of Enclosure to reflect correct one.
- b. Updates how to count multicategory officers (Joint Staff and other joint) in the promotion statistics.

3. When the prescribed action has been taken, this transmittal should be filed behind the basic document.

For the Chairman of the Joint Chiefs of Staff:

/Signature/
STEPHEN T. RIPPE
Major General, USA
Vice Director, Joint Staff

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ENCLOSURE A

RESPONSIBILITIES AND GUIDELINES

1. Responsibilities. For all promotion selection boards, including special selection boards, considering officers who are serving in or who have served in JDAs or who are designated joint specialty officers (JSOs):

a. The Chairman of the Joint Chiefs of Staff will:

(1) Designate an officer serving in a JDA to represent the joint community as a member of each promotion board. The Director, Joint Staff, will act for the Chairman in selecting an officer nominated by the Service or another qualified officer.

(2) Review reports of promotion selection boards, prior to their transmittal to the Secretary of Defense by the Secretary of the Military Department concerned, to determine:

(a) Whether boards gave appropriate consideration to the performance of officers who are now serving in, or have previously served in, joint duty assignments.

(b) Whether boards met, or failed to meet, the promotion objectives set forth in 10 USC 662 (see subparagraph 2b below (1)(2)(3)).

b. The Director for Manpower and Personnel (J-1) will:

(1) Administratively coordinate and process candidates for designation as the CJCS-designated board representative to Service selection boards.

(2) Administratively review promotion selection board results, ensuring the accuracy and completeness of the analytical information provided.

(3) Ensure expeditious, close-hold handling of board documents.

(4) Obtain CJCS review and comments on board results and prepare associated correspondence.

c. The Military Departments will:

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(1) Recommend a minimum of two qualified and available officers, serving in JDAs, from which the Director, Joint Staff, on behalf of the Chairman of the Joint Chiefs of Staff, may designate primary and alternate promotion board members. The recommendations will be submitted to the Director for Manpower and Personnel (J-1) not less than 45 days prior to the scheduled board convening date.

(2) Clearly identify for board members all officers who have the joint specialty and all officers who are serving in or have served in a JDA.

(3) Provide guidance in the form of secretarial formal charges, letters of instructions, or precepts that include, at a minimum, the following guidance as directed by reference c. The Military Department must address giving appropriate consideration to the performance in joint duty assignments of officers who are serving in, or have served in, such assignments.

(4) Provide accurate information in the format and manner specified in subparagraph 2a and Enclosure B and ensure that the supporting information reconciles with that in the Joint Duty Assignment Management Information System (JDAMIS).

2. Guidelines

a. Prior to forwarding a selection board report to OSD for approval, the Military Department will forward the report to the Chairman of the Joint Chiefs of Staff, through the Director, J-1, for review and comment. Provide the original board report plus a complete copy. The following are the minimum requirements to be forwarded:

(1) A transmittal from the Secretary of the Military Department concerned addressing any significant aspect of the board report, to include:

(a) Any failure to give appropriate consideration including the remedial action (e.g., failure to properly identify joint officers to the board membership), and,

(b) Any failure to meet statutory objectives in any of the nine promotion objective categories including the action taken or proposed to prevent subsequent failures.

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- (2) Board report.
 - (3) The board precept or memorandum of instruction.
 - (4) The list of promotion board members identifying the CJCS-designated member who is serving in a joint duty assignment.
 - (5) Promotion statistics in the format indicated in Appendix A to Enclosure B (statistics will reflect each officer's status as of the board convening date).
 - (6) A special listing reflecting which officers counted within each joint category (see Appendix B to Enclosure B for format).
 - (7) A computer disk with a data file identifying the eligibles as of the board convening date. Data file must include social security number, the promotion zone (B,A,I) and the date of the last board promoted from (year month day)(for field grade promotion boards only). Format should look like this for each officer: 123456789I950703. General/flag officer boards have different requirements (see reference b). NOTE: Military Departments will provide a classified data file of the required information if officers cannot be accounted for in an unclassified file.
- b. In-zone, above-zone, and below-zone results, both serving in and have served officers will be analyzed for trends. Statutory objectives defined in the Glossary will be computed to determine whether or not each promotion objective category met or failed the following promotion objectives:
- (1) Officers serving on or who have served on the Joint Staff are expected, as a group, to be selected for promotion at a rate not less than the rate for officers in the same Military Service in the same grade and competitive category who are serving on or who have served on their Service's headquarters staff (including the Secretariat) of their Military Department.
 - (2) JSOs, as a group, are expected to be selected for promotion at a rate not less than the rate for officers in the same Military Service in the same grade and competitive category who are serving on or who have served on their Service's headquarters staff (including the Secretariat) of their Military Department.

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(3) Officers serving in or who have served in Other Joint Duty positions (excluding officers who are or have been assigned to the Joint Staff and JSOs but including officers who serve or have served in OSD) are expected, as a group, to be promoted at a rate not less than the rate for all officers in the same Military Service in the same grade and competitive category (referred to as the Board Average).

(4) Officers serving on or who have served on the OSD staff are expected, as a group, to be selected for promotion at a rate not less than the rate for officers in the same Military Service in the same grade and competitive category who are serving on or who have served on their Service's headquarters staff (including the Secretariat) of their Military Department. This comparison is required by Secretary of Defense policy.

c. Officers who meet more than one category (e.g., JSO who is serving on the Joint Staff and who previously served on the Service HQ staff) will be reported in all applicable categories, except where excluded by law (JSOs and officers who are serving on or have served on the Joint Staff are excluded from Other Joint Duty). Officers who served in Other Joint Duty before being designated as JSOs will cease to be tracked and reported in the Other Joint Duty category once designated as JSOs or assigned to a JDA position on the Joint Staff (see Enclosure B €).

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d. Track and report promotion statistics for all officers in the categories above, to include the Service HQ, regardless of the time served in those positions (whether 1 day or multiple years) and regardless of the reason for reassignment from those positions (e.g., suspension from joint duty or relieved for cause from the Service HQ).

e. Track and report all JSOs as long as they remain on active duty and are considered for promotion, or until the effective date of JSO revocation is approved by the Secretary of Defense, whichever comes sooner.

f. Except for JSOs, track officers only through the first in-zone promotion consideration following reassignment from a JDA or the Service HQ. As an exception, report "have served" above-zone officers only one time when the officer is considered and not selected above-zone immediately following reassignment from the JDA or Service HQ.

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g. Do not report officers awarded either partial or full joint duty credit solely under special legislative provisions (e.g., DESERT SHIELD, DESERT STORM, or temporary duty with joint, combined, or multinational task force headquarters) unless the special legislation provisions specify otherwise. If such officers are serving on or have served in JDAs or their Service HQ, or are designated as JSOs, track and report them in accordance with all other applicable provisions herein.

h. Special selection board promotion rates are not compared with the promotion selection rates from the original board. However, the pertinent records of those officers who should receive appropriate consideration for performance in joint duty assignments, as of the convening date of the original board, will be precisely identified to the members of the special selection board. Reports of special selection boards will identify the selection status of officers considered who were serving on or who have served in JDAs as of the convening date of the original board. (See subparagraph 2a for minimum requirements to be forwarded with the board report. Items(1), (2), (3), (4), and (6) apply).

i. Any unresolved disagreements between a Secretary of a Military Department and the Chairman of the Joint Chiefs of Staff will be resolved by the Secretary of Defense.

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ENCLOSURE B
TRACKING AND REPORTING MULTICATEGORY OFFICERS

<i>Member is:</i>	<i>Count in Promotion Category*</i>				
	<i>JS/SI</i>	<i>JS/HS</i>	<i>OJ/SI</i>	<i>OJ/HS</i>	<i>NA</i>
Joint Staff Serving In	X				
Joint Staff Has Served		X			
Joint Staff Serving In and Joint Staff Has Served	X**	X**			
Joint Staff Serving In and Other Joint Has Served	X				X***
Other Joint Serving In			X		
Other Joint Has Served				X	
Other Joint Serving In and Joint Staff Has Served		X			X***
Other Joint Serving In and Other Joint Has Served			X**	X**	

* JS = Joint Staff; OJ = Other Joint; SI = Serving In; HS = Has Served

* NA = 10 USC 662 specifies that members who are serving in or have served on the Joint Staff are precluded from counting in the “other joint” category. The Joint Staff is pursuing legislative relief in the FY 1999 DOD Omnibus proposals.

** Members who may be counted as “serving in and has served” within the same category, should be counted as both categories “serving in and has served.”

*** Multicategory officers (who have served or serving in the Joint Staff and Other Joint or vice versa). Count only the Joint Staff tour in the appropriate Joint Staff category and not the Other Joint tour (reference 10 USC 662(a)(3)).

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APPENDIX A TO ENCLOSURE B

PROMOTION STATISTICS FORMAT Board Date: _____
 FOR (SERVICE, GRADE, AND COMPETITIVE CATEGORY)

A. IN THE PROMOTION ZONE
 (to pay grades O-4 thru O-6)

ACTIVITY	<u>SERVING IN</u>	<u>HAVE SERVED¹</u>	<u>*TOTAL²</u>
	<u>CON³ SEL⁴ SEL⁵%</u>	<u>CON SEL SEL%</u>	<u>CON SEL SEL%</u>
JSO ⁶			
Joint Staff			
OSD ⁷			
Service HQ ⁸			
Other Joint ⁹			
Board Average ¹⁰			

B. BELOW THE PROMOTION ZONE
 (to pay grades O-4 thru O-6)

ACTIVITY	<u>SERVING IN</u>	<u>HAVE SERVED¹</u>	<u>*TOTAL²</u>
	<u>CON³ SEL⁴ SEL⁵%</u>	<u>CON SEL SEL%</u>	<u>CON SEL SEL%</u>
JSO ⁶			
Joint Staff			
OSD ⁷			
Service HQ ⁸			
Other Joint ⁹			
Board Average ¹⁰			

C. ABOVE THE PROMOTION ZONE
 (to pay grades O-4 thru O-6)

ACTIVITY	<u>SERVING IN</u>	<u>HAVE SERVED¹</u>	<u>*TOTAL²</u>
	<u>CON³ SEL⁴ SEL⁵%</u>	<u>CON SEL SEL%</u>	<u>CON SEL SEL%</u>
JSO ⁶			
Joint Staff			
OSD ⁷			
Service HQ ⁸			
Other Joint ⁹			
Board Average ¹⁰			

*Totals include transitional JSOs

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These statistics are required by 10 USC 667 and 662(b) and are included in the Secretary of Defense "Annual Report to the President and Congress." They are used to assess the Department's compliance with statutory joint officer promotion policy objectives in 10 USC 662a.

1/ Includes officers present on or after 1 October 1986 but who are no longer in a joint duty assignment or Service headquarters assignment on the date the promotion board convenes.

2/ Total values should not double-count any officer. Total considered and total selected are not necessarily the mathematical sum of the "serving in" plus the "have served" count. Total values should represent a single accounting of all officers who were considered and all officers who were selected. No officer should count as considered more than once or as selected more than once. Include transitional JSOs.

3/ Number considered.

4/ Number selected.

5/ Percent selected (the number selected divided by the number considered). Compute to the nearest tenth. At .05 or more, round up. For example, 45.05 percent rounds up to 45.1 percent.

6/ Includes all officers formally designated by the Secretary of Defense as joint specialty officers (JSOs) before the date the promotion board convenes. Does not include JSO nominees. For "serving in" and "have served" use same definitions as above. For "total," all JSOs, to include transitional JSOs who never served in a JDA.

7/ Comparison required by Secretary of Defense policy.

8/ Includes Service Secretariats.

9/ Includes all officers who are SI or HS in JDAs, except Joint Staff officers and JSOs (title 10 mandate). Includes officers serving in or who have served on the OSD staff.

10/ All officers considered within the same zone and all officers selected within the same zone (totals only).

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APPENDIX B TO ENCLOSURE B

Promotion Board Special Listing

<u>ZONE</u> ¹	<u>LOC</u> ²	<u>SI/HS</u> ³	<u>SCRUB</u> ⁴	<u>NAME</u>	<u>GRADE</u>	<u>SSN</u>	<u>Recommendation</u> ⁶ <u>Status</u>
A	JCS	SI		Smith, John	LTC	SSN	Recommended
A	JCS	SI		Smith, John	LTC	SSN	
Total		2 ⁷					1 ⁷
B	JCS	SI		Smith, John	LTC	SSN	Recommended
B	JCS	SI		Smith, John	LTC	SSN	
B	JCS	SI		Smith, John	LTC	SSN	
B	JCS	SI		Smith, John	LTC	SSN	
B	JCS	SI		Smith, John	LTC	SSN	
Total		5 ⁷					1 ⁷
I	JCS	SI		Smith, John	LTC	SSN	Recommended
I	JCS	SI		Smith, John	LTC	SSN	Recommended
I	JCS	SI		Smith, John	LTC	SSN	Recommended
I	JCS	SI		Smith, John	LTC	SSN	Recommended
Total		4 ⁷					4 ⁷
A	JCS	HS		Smith, John	LTC	SSN	
A	JCS	HS		Smith, John	LTC	SSN	
A	JCS	HS		Smith, John	LTC	SSN	
A	JCS	HS		Smith, John	LTC	SSN	
A	JCS	HS		Smith, John	LTC	SSN	
Total		5 ⁷					0 ⁷

This report is required to review/validate which officers counted within each joint category. Numbers on this listing should match the numbers reflected on the promotion statistics report in Appendix A.

- 1/ Separate officers by zone.
- 2/ Joint Organization assigned at convening date.
- 3/ Status of joint, serving in, or have served. The system guarantees 1 In-Zone Have Served count.
- 4/ Leave blank for Joint Staff use.
- 5/ Alphabetize each officer within each joint category.
- 6/ Record promotion status by using the words "recommended."
- 7/ Subtotal within each joint category of eligibles and subtotal recommended column.

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GLOSSARY

as a group. “Serving in” (SI) plus “have-served” (HS) officers. For JSOs, will include transitional JSOs who never served in a JDA.

board convening date. The first day a promotion board meets and official cutoff date for all Service-input JDAMIS changes impacting the board population.

have served (HS). An officer who served in a joint duty assignment or in the respective Service headquarters but who is no longer assigned on the day the promotion board convenes. Except for above-zone officers, an officer is “have served” through the first in-zone promotion following reassignment from the JDA or Service headquarters. Above-zone officers are reported as “have served” only one time following reassignment from joint duty or their Service headquarters. This also applies to JSO reporting.

joint duty assignment. An assignment to a position on the SecDef-approved Joint Duty Assignment List.

Other Joint Duty. Includes all officers who are SI or HS in JDAs except Joint Staff officers and JSOs (title 10 mandate). Includes officers SI or HS on the OSD staff.

promotion objective categories. There are nine promotion objective categories which are measured against the promotion objective rate.

- Joint Staff below-zone
- Joint Staff in-zone
- Joint Staff above-zone
- JSO below-zone
- JSO in-zone
- JSO above-zone
- Other joint duty below-zone
- Other joint duty in-zone
- Other joint duty above-zone

serving in (SI). An officer who is assigned to a joint duty assignment or his or her respective Service headquarters as of the board convening date. This also applies to JSO reporting.

statutory objective rate. The number of officers selected for promotion divided by the number of officers considered within each promotion objective category. (SI and HS are added together “as a group.”)

JSO \geq Service headquarters

Joint Staff \geq Service headquarters

Other joint \geq board average